

U. S. Department of Education

VACANCY ANNOUNCEMENT

CAREER INTERN POSITION

Excepted Service Position

Employing Office: Office of Elementary and Secondary Education,
Washington, DC 20202

Announcement Number: OESE-2010-CIP-0010

Position Title: MANAGEMENT & PROGRAM ANALYST

Opening Date: 02/01/2010 **Closing Date:** 03/01/2010

Series & Grade: GS-343-09

Salary Range: \$51,630.00 - \$67,114.00

Promotion Potential: GS-12

Duty Location: Washington, DC

What is the Career Intern Program: The Career Intern Program (CIP) is designed to attract and recruit exceptional individuals to federal careers. Individuals selected will participate in a *2-year formal training program* in the excepted service with job assignments designed to develop competencies appropriate to the agency's mission and needs. Upon successful completion of the 2-year internship, the intern will be eligible for immediate conversion to a career or career conditional appointment in the competitive service.

AREA OF CONSIDERATION: ALL RECRUITING SOURCES. Applications will only be accepted from U.S. Citizens.

Work Schedule: Full-Time

Number of Positions: More than one position may be filled from this announcement

ADDITIONAL SELECTIONS MAY BE MADE WITHIN 90 DAYS OF THE OPENING DATE OF THIS ANNOUNCEMENT SHOULD VACANCIES OCCUR.

DUTIES: This advanced *trainee position* performs analytical assignments related to the effectiveness of programs and/or the efficiency of the management of operations. More specifically, the trainee will: Manage projects, which may include developing a tentative project plan with action items and proposed timelines, and implementing some or all the project plan. Conduct basic analyses, including researching and compiling information, organizing and prioritizing that information, and presenting key information or findings. Develop strong drafts of various written products that present the information in a clear, accurate, cohesive and well-organized manner. Develop expertise in regulations and directives as well as the organization's specific mission, programs and directives to understand their impact. Regularly brief managers regarding the status of work projects, both orally and in writing, and provide tentative recommendations regarding how to improve the quality and efficiency of program operations.

QUALIFICATIONS REQUIREMENTS

SPECIALIZED EXPERIENCE: Applicants must have one year of specialized experience equivalent to the GS-7 level in the Federal government. Examples of specialized experience would be assisting in the development of policy analyses, developing statistical models, preparing portions of analytical reports, and/or using data management systems to track complex financial or budgetary activity.

SUBSTITUTION OF SPECIALIZED EXPERIENCE: Master's or equivalent graduate degree OR 2 full years of progressively higher- level graduate education leading to such a degree OR LL.B. or J.D., if related, may be substituted for the specialized experience requirement.

For additional information on qualifications for administrative positions, you may visit <http://www.opm.gov/qualifications/SEC-IV/A/gs-admin.asp>

VETERANS PREFERENCE: If you are entitled to veterans' preference, you should indicate the type of veterans' preference you are claiming on your application. Your veterans' preference entitlement will be verified by the employing agency. If you believe you are entitled to veterans' preference, it is critical that you read the information provided in the link below.
<http://www.ed.gov/about/jobs/open/edhires/veteligibility.html>

SELECTIVE SERVICE: Any male applicant who was born after December 31, 1959, and who is subsequently selected for this position must certify that he is registered for the military selective service by the date he is to enter on duty. False certification may result in termination after appointment.

HOW TO APPLY FOR THIS POSITION: APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY RESULT IN YOU NOT RECEIVING CONSIDERATION FOR THIS POSITION. Your application materials will not be returned. Do not submit original documents that you need in the future.

All applicants must submit the following data: (failure to include all applicable items will result in not being considered for this position).

1. Resume, which includes name, address, day and evening telephone numbers, and email address.
2. A statement of United States Citizenship (Only U.S. Citizens are eligible to apply for this position).
3. DD 214, if claiming Veterans Preference, if applicable
4. A supplemental statement addressing how you meet the qualifications requirements in terms of your experience and education; if you qualify based on education, provide a transcript.
5. The vacancy announcement number and position title you are applying for must be recorded on your resume submitted.

SUBMIT RESUME and SUPPLEMENTAL DOCUMENTS TO:

- *Email to:* studenthires@ed.gov, and Subject: Vacancy number OESE-2010-CIP-0010
OR,
- *Fax to:* Linda Little, fax number (202) 401-0520 and Subject: Vacancy number OESE-2010-CIP-0010

For questions regarding this position please contact: Linda Little, (202) 401-3609.

RELOCATION EXPENSES WILL NOT BE PAID.

BENEFITS: The Department of Education offers a comprehensive benefits package including paid vacation and sick leave, federal holidays, health and life insurance, and participation in the Federal Employees Retirement System (FERS), including the Thrift Savings Plan (TSP). Click on <http://www.usajobs.opm.gov/ei61.asp> to find out more about federal benefits.

WHY WORK AT ED? The U.S. Department of Education (ED) is a great place to work. For more detailed information regarding our various work sites, please click on the link below:
<http://www.ed.gov/about/jobs/open/edhires/ed-locations.html>

As an ED employee, you will benefit from our family-friendly work environment. As part of our commitment to maintain a productive balance between work and home, we offer excused leave for Parent/Teacher Conferences (4 hours); excused leave for annual health screenings (4 hours); and matching leave for community volunteer service. Other incentives such as Telecommuting and Alternative Work Schedules also may be available to you.

ED offers positions that are fair and competitive in compensation; developmental opportunities to promote teamwork, and goal-oriented projects to enrich your federal career.

REASONABLE ACCOMMODATION: THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATIONS WILL BE ON A CASE-BY-CASE BASIS.

EEO STATEMENT: ALL APPLICATIONS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, RELIGION, GENDER, SEXUAL ORIENTATION, NATIONAL ORIGIN, AGE, POLITICAL AFFILIATION, UNION AFFILIATION OR NONAFFILIATION, MARITAL STATUS, NON-DISQUALIFYING PHYSICAL HANDICAP, OR ANY OTHER NON-MERIT REASON. THE UNITED STATES DEPARTMENT OF EDUCATION IS AN EQUAL OPPORTUNITY EMPLOYER.